



EmployeeUPDATE

Our Mission: To serve the people of North Carolina by enabling individuals, families and communities to be healthy and secure, and to achieve social and economic well-being.

A monthly publication for employees of the North Carolina Department of Health and Human Services

Governor Morehead School hosts short-term program for deaf-blind students

The week of Aug. 25 found the Governor Morehead School for the Blind in Raleigh hosting its inaugural deaf-blind short-term session. This week of programming represented a collaborative effort between the GMS campus, the Eastern N.C. School for the Deaf in Wilson, and the N.C. School for the Deaf in Morganton. GMS offered assistive technology, computer labs and teachers, and ENCSD and NCSD provided the students and sign language interpreters.



Mike Switzer, student Judith Urias (center), and her interpreter work on independent living skills.

The high school students, all of whom had both sight and hearing impairments, and their interpreters attended the week of activities where they experienced field trips in and around Raleigh, planning sessions, budgeting and grocery shopping. In addition to

visiting the downtown museums, students toured the Division of Services for the Blind and had an informational meeting with DSB staff. They learned about career exploration, practiced reading public transportation schedules and using those services, and enjoyed

adaptive physical education activities, including bocce ball and Frisbee golf.

The students got to use screen-reading and magnification software to help them read the printed word. As a bonus, the students received free clinical low-vision evaluations from GMS's optometrist to determine the utility of low-vision devices for them in their academic and daily lives.

All in all, a good time was had by everyone involved in this undertaking, according to the DHHS Office of Education Services. OES hopes and anticipates this was the first of many sessions for our students with deaf-blindness.

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Student Tramaine Cherry with low-vision optometrist Dr. Elana Scheiner.



Staff and students navigate downtown Raleigh.



Staff and students experience public transportation in Raleigh.

Domestic Violence: “The Common Denominator”



October is Domestic Violence Awareness Month in North Carolina and across the nation. Despite differences in culture, race, gender and socioeconomic status, domestic violence impacts all people, either directly or indirectly, and so remains an important issue on which we must be informed and educated.

In 2007, 86 people lost their lives as a result of domestic violence incidents in North Carolina. Most were women; 20

were men, and one was a child. These lives represented daughters, mothers, sisters, brothers, aunts, uncles and friends. Just in the first nine months of this year, North Carolina has had 68 domestic violence fatalities (see www.nccadv.org/statistics).

Domestic violence occurs when one person involved in an intimate relationship uses a pattern of coercion and control against the other person in the relationship. It may even occur after the relationship has ended. Those relationships can be spousal, dating relationships or family relationships, and may include elder and child abuse. Domestic violence may include physical battering, sexual assault, emotional and psychological abuse, and even financial abuse.

Our common denominator may be in the form of our current exposure to domestic violence incidents. Some may have witnessed it, heard about an incident on the nightly news, or read an article on the front page of the local newspaper; others may know of

someone who is a survivor. Regardless of our level of exposure, domestic violence affects our children, families and communities.

You are encouraged to get involved with events that will be held around the state regarding domestic violence this month. You may contact your local domestic violence agency for a complete list of activities (see www.doa.state.nc.us/cfw). There are approximately 90 domestic violence programs in North Carolina that provide a wide array of services to victims and their families.

Let's change what we have “in common” to being avid protectors of our communities and the families who live in them.

For additional information, contact Family Violence Prevention Coordinator Glorina Y. Stallworth in DSS at 919-334-1154. ■

"America's People, America's Talent... America's Strength!"

October is National Disability Employment Awareness Month

This guest feature is adapted for the DHHS employee newsletter from the article "Words of Wisdom" written and contributed by Pamela R. Williamson, director of training and technical assistance at the Disability and Business Technical Assistance Center's Southeast ADA Center, a project of the Burton Blatt Institute at Syracuse University.

Many parents give their children some version of three pieces of advice to help carry them through life — (1) if you believe in something, know why you believe it and be able to explain it; (2) work hard and always do your best; and (3) use common sense. This month, as we celebrate "America's People, America's Talent... America's Strength!", National Disability Employment Awareness Month, those three concepts can help us all better understand and implement the Americans with Disabilities Act (ADA).

If you believe in something, know why you believe it and be able to explain it.

The ADA was signed into law in 1990. It was born out of the Disability Rights Movement and an awareness of barriers to the independence and full integration of people with disabilities into our society. The ADA was modeled after the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, extending to people with disabilities the same civil rights and protections those two acts extended against discrimination based on race, color, religion, national origin and sex. The ADA is meant to ensure equal opportunity for people with disabilities. It is a civil rights law, not an unfunded mandate. The ADA does not guarantee equal results, establish quotas, or require preferences favoring individuals with disabilities over those without disabilities. Instead, according

to the act's preamble, the law reflects the "recognition that the surest path to America's continued vitality, strength and vibrancy is through the full realization of the contributions of all of its citizens."

Work hard and always do your best.

A successful and productive work environment requires a partnership between and effort by employers and employees. Good managers treat all employees fairly but not identically. Instead, they focus on employees' individual strengths and support employees in doing their best work. Similarly, in order for an employee with a disability to accomplish the essential functions of his/her specific job, that employee may need a reasonable accommodation a change in the way a specific job is performed. That could take the form of an adaptation in the physical work environment, an assistive or adaptive device, or a modification of the way a job is performed that allows the person with a disability to perform his/her job at the required level of productivity or competence.

Identifying and implementing the reasonable accommodations may require some extra effort at first, but it will result in a more productive employee and better workplace. In fact, in many cases, an accommodation or a change in the way a particular job is performed

is quickly adopted by all employees as a better, safer or easier way of getting the job done.

Use common sense.

Making accommodations for employees is nothing unusual. Employers accommodate employees, with or without a disability, every day.

- A mother submits a request to leave early to attend her child's parent-teacher conference at school. The employer grants her leave request.
- An employee who has sprained his knee and ankle must wear a thick air cast, and is unable to wear dress slacks over his cast. During the time that the employee must wear the cast, the employer modifies office policy and allows the employee to wear dress shorts to the office.
- An employee is two hours late to work due to a major traffic accident that shuts down the road. The employer allows the employee to work an hour later for two days to make up the time, in order to save her vacation leave.
- Employees whose primary job function is to use the phone wear headsets to increase their productivity.

Accommodations for employees with disabilities are often just as simple.

- An employee with a psychiatric disability needs to attend a one-hour therapy session one morning a week.

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He requests an accommodation that will allow him to come in after his therapy session and to make up the time at the end of the day. The employer grants the request for a flexible work schedule as a reasonable accommodation for the employee's disability.

- An employee with fibromyalgia who experiences severe pain wants to bring a small sofa from her home to put in her office so that she may work from the sofa on days that the pain is too severe to sit in an office chair. The employer agrees to allow her to put a sofa in her office as long as it looks professional.
- An employee who is unable to stand for long periods at his job on the assembly line requests a stool that will allow him to sit at the required height and continue to do his job. The employer grants the request.

In sum, providing reasonable accommodations requires open, interactive, problem-solving communication between an employer and an employee that takes a "common sense" approach to come up with a solution that meets the needs of all concerned.

Americans with disabilities can make tremendous contributions in the workplace. In DHHS, they are an essential part of our workforce and have demonstrated excellence in executive, administrative, managerial and technical fields. In October, we celebrate their talents, strengths and many contributions to this agency and to the people of North Carolina. ■

Mahle appointed as Broughton Hospital director

Thomas Mahle was appointed as the new director of Broughton Hospital on Aug. 25. He replaced Dr. Art Robarge, who served as Interim Director for the preceding nine months.

"I am grateful for the opportunity to serve at Broughton Hospital," Mahle said. "I look forward to the challenges and to working with the staff and the community as we plan for the future of this fine hospital."



Thomas Mahle, Director of Broughton
Hospital

Mahle comes to Broughton Hospital with more than 25 years of experience in the field of health care. He recently served as Director of Behavior Medicine at Mount Sinai Medical Center in Miami Beach, Fla. He has a bachelor of science from Kings College, Wilkes-Barre, Pa., and a master of science from Old Dominion University, Norfolk, Va. ■

Public Affairs review goes paperless

The Public Affairs Office recently began using a new version of the PA-2 (the Public Affairs Review) form. This is the form used by divisions when sending publications, logos, promotional items, websites, presentations and translated materials to Public Affairs for review.

The new form is interactive and accessible, and can be completed entirely online. The form is located on the Public Affairs website at www.dhhs.state.nc.us/publicaffairs/pa2.pdf. Instructions for using the form, including setting up electronic signatures, are included as well.

The new form, if used in the paperless version, should speed up the PA-2 review process, since everything can be emailed instead of faxing paper copies or waiting for interoffice mail deliveries.

For those of you who might find this new form daunting, don't worry. The form can still be printed out and completed just as before. ■

PA-2 N.C. DHHS Public Affairs Review

Instructions: This is an interactive, electronic form. Materials must be approved and signed off by appropriate supervisor(s) before being sent to Public Affairs. Complete and email this form to Public Affairs with the electronic text (preferred in Word), artwork/graphics, graphs, tables and proposed layout (if any). Public Affairs must approve text/content before the project is sent to Graphics or other production shop. See page 2 for further instructions and a list of what must be reviewed.

Initiation date: _____
 Division/Section/Program: _____
 Contact person: _____ Phone: _____ Fax: _____
 Project title: _____
 Description of project: _____
 Specific audience: _____
 Budget (estimated cost, not budget code): _____ Project completion deadline: _____

MATERIALS

This is a: ☐ New publication ☐ Revised publication ☐ Reprint ☐ Purchased material
☐ Other (specify) _____
 Material will be: ☐ Printed _____ copies (qty) ☐ Posted on the web ☐ Other
☐ Distributed free of charge ☐ Sold

Style book(s) used: _____

Request for Assistance from Graphic Arts: ☐ I would like to speak with someone in Graphics.

MATERIAL APPROVED BY:

Program head/Section chief: _____	Date: _____
Division director/Other supervisor: _____	Date: _____

TRANSLATED MATERIALS (include English version with materials to be reviewed):
 Also send electronic files in both languages to gloria.sanchez@ncmail.net

Professional translator: _____	Date: _____
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Public Affairs Review

1. English text approved by Public Affairs Office: _____ (date and signature)
 Spanish text approved by DHHS Latino PIO: _____ (date and signature)
 Comments (not necessary but preferred): _____

2. Design reviewed by Public Affairs Office and/or Graphic Arts Unit: _____ (date and signature)

☐ This material was not created by the Graphic Arts Unit : No Graphic Arts Unit signature is required.

Comments: _____

Note: Please send final electronic file or hard copy to your corresponding PAO.
Final Approval: I certify that the required changes have been made and the material is ready for production.

Signed: _____ Date: _____

DHHS PA-2 (rev. 06/08)

Revised electronic PA-2 form.


Web tip: Attention All Bloggers

In this brave new world where everyone can have a blog, be careful what you blog about.

DHHS web standards say:

“No DHHS employee shall maintain a blog that promotes their official capacity in the office, division or department, or provides any advice or guidance on behalf of the department, unless it is first approved by the division director and the Director of Public Affairs.”

In short, blog about your hobby, not about your job or where you work. ■



TASTY TIPS FOR Eating Smart at Work

- 1. Pack food and beverages for the week ahead.**

Spend an hour getting organized on Sunday and save time and money all week long. Wash fruit, bag vegetables, slice cheese and fill water bottles for the week ahead.
- 2. Stock up on nutrition.**

Fill your desk drawers, office fridge and briefcase with a healthy variety of tasty snacks and quick meals like instant oatmeal, trail mix and microwave-able entrees.
- 3. Pack lunch while you cook dinner.**

You can cook once and eat twice by making “planned-overs” at dinner-time. Make an extra serving or two and pack them to-go as you clean up the evening meal.
- 4. Take advantage of convenience.**

Super markets feature an amazing array of single-serve healthy options—perfect for desktop dining. Go for cereal in a cup, tuna in a pouch or fruit in pop-top cans.
- 5. Add nutrition to your commute.**

It’s easy, it’s tasty and it’s doesn’t have to be messy! Pack a piece of string cheese, a squeezable yogurt, an apple or a bag of grape tomatoes for the car, bus or train.
- 6. Pump up with protein power.**

Many office treats are all sugar and fat. For long-lasting brain and body power, add some protein with nuts, seeds, soynuts, yogurt, milk, jerky and nutrition bars.
- 7. Switch to a fruit dish.**


Tempted by the cookie jar or candy dish? Switch to a fresh fruit bowl or a jar filled with different, delicious, dried fruit like mango, pineapple, apricots, plums and raisins.
- 8. Drink to your health.**

Staying well-hydrated helps you think more clearly, be less cranky and do less mindless munching. It is also one of the best skin treatments in the world.
- 9. Treat yourself well.**

When it’s time to eat, give yourself a real break. Stop working, stop rushing and give yourself a few minutes to really savor whatever you are eating.
- 10. Use the K.I.S.S. principle for candy.**

Keep It Small Sweetie! Skip those expensive, high-calorie, king-size bars. Slowly savor a chocolate kiss or enjoy a “fun-size” version of your favorite candy treat.

National Nutrition Month —
March 2004. Adapted by the
NC NET Program from
Eat Right Montana materials



www.EatSmartMoveMoreNC.com

THE Cultural Competency CORNER

By Gloria Sánchez, Latino Public Information Officer



Hispanic Heritage Month: An Opportunity to Promote Health and Well-being Among Latinos

In 1988, the U.S. Congress established Hispanic Heritage Month, Sept. 15 through Oct. 15, to encourage all citizens to recognize, understand and appreciate the contributions of Hispanic Americans.

This month-long observation is not only a time to celebrate the richness and diversity of the Latino culture, but also is a great opportunity to ensure that Latinos have better access to health care and social services. It is the perfect time to think about how effective your program is serving Latinos and to launch culturally appropriate health campaigns, messages and services that can enhance the well-being of Hispanic Americans.

Following are 12 ideas that can help you improve and promote your services for Latinos during Hispanic Heritage Month:

1. Draft a press release for Spanish media to call attention to your services or programs. Contact the DHHS Office of Public Affairs for translation help if needed, and for distributing the release to reporters.
2. Get your Spanish radio and TV public service announcements off the shelves and run them again during the month. You might be able to get them aired for free.
3. Exhibit in one of the many Latino events and health fairs across the state during this time.
4. Update your Spanish educational materials, and make sure they are culturally and linguistically appropriate.
5. Transcreate (translate and adapt) your important messages for Hispanic audiences.
6. Create bilingual educational and promotional reminders – they cost almost the same as monolingual reminders.
7. Begin collecting data specific to Latinos in North Carolina that are relevant to your program.
8. Identify key or important information that should be in the DHHS Spanish website and let the Office of Public Affairs know about it.
9. Engage and partner with Latino organizations or professionals to create or improve your outreach plan.
10. Use only professional or certified interpreters and translators.
11. Learn about Latino cultural and health beliefs, so you can tailor your services better.
12. Hire bilingual and bicultural staff.

There is no doubt that Latinos are a growing population in North Carolina and nationwide. Services and messages specifically tailored for Latinos are seen everywhere and they are gradually getting better. Make your program and services suitable for Latinos and celebrate Hispanic Heritage Month! ■

October: N.C. Flex open enrollment

Your employee benefit choices just got easier!

N.C. Flex Benefits open enrollment for calendar year 2009 began Sept. 29 and will end Monday, Nov. 3. Employees can choose from a wide variety of benefits, depending on their personal and family needs. Options include dental, vision, cancer and critical illness plans; life insurance; flexible spending accounts for health care or day care; and several other choices.

For the first time, DHHS employees will be able to enroll in or renew their

N.C. Flex benefits on-line. Employees will receive their 2009 booklets from their Human Resources Offices. Descriptions of all the benefit choices are also located on the web at www.ncflex.org. Instructions for enrolling can be found at <https://mybeacon.nc.gov>.

Employees who prefer to complete a paper enrollment form, or who would like assistance enrolling on-line, should go to their Human Resource Office.

If you want to continue participating in Flexible Spending Account(s) for either Health Care and/or Dependent Day Care, you must re-enroll in these account(s) every year. So, you will need to re-enroll between Sept. 29 and Nov. 3, 2008. With those exceptions, if you are not adding or changing any benefits or coverage levels from your 2008 choices, you do not need to do anything. ■

Two DHSR employees recognized for contributions

Two employees of the Division of Health Service Regulation received recognition Sept. 29 as employee of the year for their contributions to the division. Awards presented by Jeff Horton, DHSR acting director, were given during an annual awards and recognition luncheon.

Regina Godette-Crawford, is second in charge as assistant chief, administration for the N.C. Office of Emergency Medical Services, and also supervises the three regional offices, the EMS for Children program and the data manager. She has been with the division since 1993. Regina was instrumental in the revamping of the NCOEMS field staff positions/responsibilities, which were transitioned from ambulance inspec-



Award recipients Hammonds (left) and Crawford (right) with Horton.

tors and local agency liaisons for EMS issues to experts in specialty areas to include education, EMS systems, compliance, vehicles/providers/communications and disaster medical. She is the division's employee of the year for professional services.

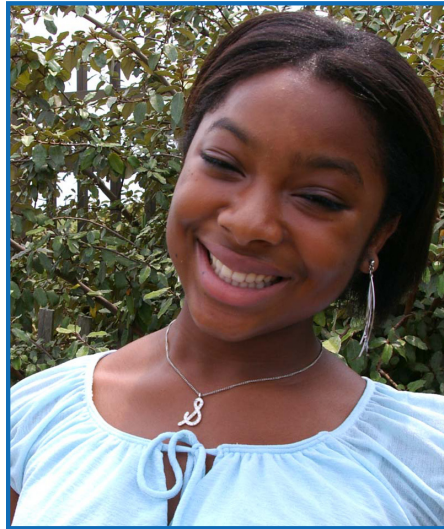
Lyn Hammonds, an administrative assistant and supervisor of the Nurse Aide and Health Care Personnel Registries, has been with the division since 1992, and began working full-time in 1994. She progressed from a processing assistant to supervisor of a complex registry system. She is in the final stages of completing the automated nursing assistant certificate renewal process, which will help eliminate the need for manual data entry of these records into the database. She also is responsible for the design and maintenance of the web page that provides information on direct care staff. The page receives more than a half million hits a year. She is the division's employee of the year for professional support services. ■

Adoption Profile

Introducing Shanice

Shanice is happiest doing things she loves, like shopping, listening to music, reading or writing. She is an especially talented artist and could succeed in an art or fashion-inspired career. Shanice enjoys church and singing in the youth choir. She is very conscientious about her appearance and takes special care with her personal things. Shanice loves going to the salon to have her hair brushed and fixed.

An Individualized Education Plan helps Shanice better understand what is expected of her and allows her to stay on task in class. Having things repeated also help her be more academically successful. Shanice has gained better control of her feelings and actions and continues to make progress.



Shanice, b. January 13, 1993

A Family for Shanice

Through the techniques used and structure provided by her foster parents, Shanice has learned what actions and conduct are acceptable. She has made very good progress in accepting consequences and new types of discipline, such as time-out or going to bed early. Parenting Shanice will require unconditional commitment, a strong support network, a consistent routine and safe discipline. An adoptive family for Shanice should understand the effects of sibling separation and be willing to support visitation with her brother and sister.

For more information on this child or adoption and foster care, in general, call N.C. Kids Adoption and Foster Care Network toll-free at 1-877-NCKIDS-1 (1-877-625-4371). ■